

4011 - PUMPING OPERATIONS SUPERVISOR

NATURE OF WORK

This is responsible, advanced, technical, and supervisory work in the installation, operation, monitoring, maintenance, and repair of water and sewer pumping and control equipment, installations, and facilities. Work includes field and control room duties. Emphasis of work is on pumping stations and related facilities. Work involves the performance of and the direction of crews in the performance of all phases of the operation, care, and repair of water, sewer, and control equipment.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, supervises, and participates in the work of crews involved in the operation, monitoring, installation, construction, inspection, maintenance, repair, overhaul, cleaning, and general care of all water and sewer electrical pumping and control equipment, stations, control facilities, and related equipment and facilities.

Reviews and revises inventory of electrical and spare mechanical parts.

Writes material specifications for ordering parts, pump control, motors, pumps, other equipment. Inspects all electrical repairs performed by outside vendors and all repairs made in machine shops.

Designs pump control system retrofitting and refurbishing of existing control systems in working with contracted control engineers.

Responds to emergency situations on 24-hour basis.

Investigates indications of and complaints about water and sewer line stoppages, leaks, and breaks; pump station and system malfunctions and failures; and other interruptions of service; and resolves problem.

Trains and evaluates the work of supervisory, skilled, semi-skilled, and unskilled workers.

Transports pumps, motors, other equipment and crews.

Establishes and enforces safety standards and safe operating procedures.

Prepares, maintains, and evaluates employee and equipment operations and performance records and reports.

Maintains detailed, accurate computer records.

Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of water and sewer pumping standard operations and procedures.

Extensive knowledge of local geography, roadways, and jurisdictional boundaries.

Thorough knowledge of the procedures and methods used in the installation, construction,

operation, monitoring, inspection, maintenance, repair, overhaul, cleaning, and general care of all water and sewer pumping equipment, stations, control facilities, and related equipment and facilities; and considerable ability in applying such knowledge.

Thorough knowledge of the patterns of water and sewer usage and the effects of pump stations and other facilities on the entire system.

Thorough knowledge of applicable federal, state, and local laws, ordinances, regulations, and guidelines; and City and department policies and procedures.

Thorough knowledge of the appropriate tools, materials, machinery, equipment, and considerable skill in their use.

Thorough knowledge of job-related hazards, dangers, and safety standards and procedures.

Thorough knowledge of water and sewer systems including supply and distribution lines, pumping and lift stations, control facilities, and other installations.

Thorough knowledge of electricity and of methods and practices of the electrical trade; telemetry controls; data lines; and communications.

Thorough knowledge of labor, materials, equipment, and operations requirements, techniques, and costs as related to completing projects in areas of assignment.

Ability to plan, organize, and supervise the work of supervisory, skilled, semi-skilled, and unskilled employees involved in a variety of tasks in a manner which promotes high morale and effective performance.

Ability to evaluate the performance of employees, equipment, and operations.

Ability to analyze information from a variety of sources, assess a situation, use sound judgment in drawing valid conclusions, and take appropriate actions in situations which may involve the health and safety of citizens.

Ability to understand, retain, apply, and instruct others in detailed, complex, and highly technical written, verbal, and demonstrated procedures, information, and regulations as applied to a variety of functions and situations.

Ability to effectively prioritize duties when dealing simultaneously with numerous functions.

Ability to plan and lay out work from complex blueprints, plans, sketches, and manuals.

Ability to prepare and maintain accurate, detailed, and comprehensive written, verbal, and computerized records and reports, analyses of statistical data, procedures, and training materials.

Ability to research and verify information and resolve discrepancies.

Ability to maintain effective working relations with other employees, other agencies, and the general public.

MINIMUM REQUIREMENTS

Employed by the City. Five (5) years experience in all aspects of water and sewer pumping equipment maintenance, repair and installation, including mechanical, electrical, electronic, and telecommunications equipment. An Associates Degree in Civil, Mechanical or Electrical Engineering may substitute for 2 years of experience. Class "B" Commercial Drivers License. Attain Class "C" Wastewater Operator

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Certification within 6 months of appointment.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Continuous walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to lift up to 65 pounds.

SUPERVISION RECEIVED

General and specific assignments are received from an administrative supervisor. Work is performed with little direct supervision and with considerable latitude for the use of independent judgment in determining assignments, priorities, work methods, and tool, equipment, and staffing needs. Work is subject to review through observation, consultation, and reports for achievement of departmental objectives and standards.

SUPERVISION EXERCISED

Plans, organizes, evaluates, and supervises the work of supervisory, skilled, semi-skilled, and unskilled personnel involved in performing a variety of functions.

Rev. 1/96 (minimum req.)